

CHAPTER 168  
CHILD CARE GRANTS PROGRAMS

[Prior to 6/28/89, see 441—Chapter 154]

PREAMBLE

These rules define and structure the child care grants programs. The grants shall be available for start-up and expansion for school-age child care programs and for wrap-around child care programs.

**441—168.1(234) Definitions.**

“*Administrator*” means the administrator of the division of adult, children and family services.

“*Applicant*” means any child care facility which makes application for a grant.

“*Child care facility*,” for the purpose of this chapter, means a facility licensed or with licensing in process under Iowa Code chapter 237A or a child day care program established by a school pursuant to Iowa Code section 279.49.

“*Child care services*” means services for children of low-income parents or persons who serve in the capacity of the parents who meet the eligibility guidelines for child care assistance as set forth in 441—Chapters 130 and 170.

“*Department*” means the Iowa department of human services.

“*Director*” means the director of the department of human services.

“*Grantee*” means an applicant who has received a grant.

“*Grant review committee*” means a committee appointed by the chief of the bureau of family and community support.

“*School-age child care program*” means a program which is serving children who will be five years of age by September 15 to 13 years of age who are enrolled in a public or approved nonpublic school program. School-age child care shall provide basic care for enrolled children before and after school, including summers and other breaks in the regular school schedule.

“*Wrap-around*” means a program which is serving children who are enrolled in core head start programs, department of education at-risk programs, Chapter 1 preschools, or early childhood special education programs. Core services, which include education, social services, parent involvement and family development, health, dental, nutrition, special needs and mental health, are to be provided by the program which is being expanded upon, not the wrap-around program. Wrap-around care shall provide basic care for enrolled children before and after the core program, including summers and other breaks in the core program schedule.

**441—168.2(234) Availability of grants.** In any year in which funds are available for child care grants, the department shall administer grants to eligible applicants. The amount of the money shall be contingent upon the funds available and shall be granted on an annual basis. The administrator of the division of adult, children, and family services shall approve the allocation of funds. If sufficient qualified proposals are not received, the department reserves the right to not allocate all grant funds.

**441—168.3(234) Grant eligibility.**

**168.3(1) School-age child care programs.** Grants shall be awarded for expansion and start-up costs to child care facilities providing a school-age child care program as defined in this chapter. Expansion costs are available for a school-age child care program which has been in operation 24 months or more as of July 1 of the year in which the application is made, and which will increase the number of school-age children served or will allow participation of school-age special needs children. Start-up costs are available for a school-age child care program which has been in operation less than 24 months as of July 1 of the year in which the application is made.

a. Funds shall be available for the following costs: direct care staff costs, training for staff, equipment, transportation for children’s activities, materials, books, play equipment, rent and utilities.

b. Nonallowable expenditures include construction or modification of the facility (except to serve children with special needs); administrative costs over 10 percent (including nondirect care staff); payment on interest or organizational membership; excessive computer costs; actual food purchases; medical or health services for children; staff travel which includes mileage, food or hotel.

c. Programs receiving school-age child care grants shall be allowed to receive child care subsidy moneys for children eligible for child day care services as set forth in 441—Chapter 130.

**168.3(2) *Wrap-around child care programs.*** Grants shall be awarded to child care facilities providing a wrap-around child care program as defined in this chapter.

a. Funds for this grant shall cover the total program costs for one calendar year for up to and including 16 children.

b. Costs for construction or building modification shall not be allowed, except to allow access for special needs children.

c. All children enrolled shall meet eligibility guidelines for child care assistance as set forth in 441—Chapters 130 and 170. However, no child care assistance subsidy shall be requested since the total costs of the program shall be provided by this grant.

**441—168.4(234) Request for proposals for grant applications.** All applicants shall submit an original and four copies of the application to the Iowa Department of Human Services, Bureau of Family and Community Support, Hoover State Office Building, 1305 E. Walnut, Des Moines, Iowa 50319-0114. To be qualified, the applications must have arrived in the above office by 4:30 p.m. central standard time on the date specified in the announcement. Applications may not be submitted electronically or by fax.

**168.4(1) *School-age child care grants.*** The department shall announce through public notice the opening of an application period. Applicants for school-age child care shall request Form 470-2937, Application for School-Age Child Care Grants, and shall submit a grant proposal using this form by the deadline specified in the announcement.

**168.4(2) *Wrap-around child care grants.*** The department shall announce through public notice the opening of an application period. Applicants for wrap-around child care shall request Form 470-2938, Application for Wrap-Around Child Care Grants, and shall submit a grant proposal using this form by the deadline specified in the announcement.

**168.4(3) *Project proposal requirements.*** Requirements for project proposals are specified in each application packet. If a proposal does not contain the information specified in the application packet or if it is late, it shall be disqualified. Proposals shall contain the following information:

- a. Program narrative.
- b. Needs assessment.
- c. Staffing plan.
- d. Facility.
- e. Curriculum.
- f. Behavior management and positive guidance.
- g. Transportation.
- h. Linkages and community support.
- i. Staff training plans.
- j. Food and nutrition.
- k. Health and safety plan.
- l. Parental involvement.
- m. Program stability and future.
- n. Organizational charge.
- o. Budget.
- p. Overall quality and impact of program.

**441—168.5(234) Selection of proposals.**

**168.5(1)** All qualified proposals received by the department shall be evaluated by the grant review committee, which shall make funding recommendations to the administrator. The administrator shall make the final funding decisions.

**168.5(2)** Facilities serving the following priority areas will be given first priority if sufficient funding is not available for all proposals:

*a.* Communities with high concentrations of poverty (areas in which more than 25 percent of the children receive free or reduced price school lunches, or geographic areas by zip code in which 30 percent or more families receive aid to dependent children or food stamp benefits).

*b.* Areas with very low population density (counties with fewer than 20,000 people, or towns with fewer than 5,000 people).

*c.* Communities with a high incidence of teen pregnancy and teen parenting will have priority for programs established specifically to serve these teens and their children.

*d.* A high proportion of low-income families among all families served by the facility.

*e.* Children with special needs.

**168.5(3)** A weighted scoring criteria shall be used to determine grant awards. The maximum amount of points possible is 165. Determination of final point awards shall be based on the following:

*a.* Program narrative — 10 points

*b.* Needs assessment — 10 points

*c.* Staffing plan — 10 points

*d.* Facility — 10 points

*e.* Curriculum — 10 points

*f.* Behavior management and positive guidance — 10 points

*g.* Transportation — 10 points

*h.* Linkages and community support — 10 points

*i.* Staff training plans — 10 points

*j.* Food and nutrition — 10 points

*k.* Health and safety plan — 10 points

*l.* Parental involvement — 10 points

*m.* Program stability and future — 10 points

*n.* Organizational chart — 10 points

*o.* Budget — 10 points

*p.* Overall quality and impact of program — 15 points

**441—168.6(234) Grant contracts.** The approved “Application for School-Age Child Care Grants,” Form 470-2937, or “Application for Wrap-Around Child Care Grants,” Form 470-2938, shall serve as the contract between the department and the applicant. The grantee receiving funds under these rules shall:

**168.6(1)** Use the funds only as prescribed in the application and approved in writing by the department.

**168.6(2)** Return any unused funds to the department.

**168.6(3)** Submit a report of actual expenditures per line item of the approved budget six months and one year after the grant is awarded.

**168.6(4)** Keep fiscal records of services provided and any other records as required by the department and specified in the contract. All records pertaining to programs funded by the grant shall be made available to the department upon request.

**441—168.7(234) Evaluation.** The department may evaluate the grantee at least once prior to the end of the contract year to determine how well the purposes and goals are being met. Funds are to be spent to meet the program goals as provided in the contract. The grantee shall receive a written report of the evaluation.

**441—168.8(234) Termination of contract.** The contract may be terminated by either party at any time during the contract period by giving 30 days' notice to the other party.

**168.8(1)** The department may terminate a contract upon ten days' notice when the grantee fails to comply with the grant award stipulations, standards, or conditions.

**168.8(2)** Within 45 days of the termination, the grantee shall supply the department with a financial statement detailing all costs up to the effective date of the termination.

**168.8(3)** The department shall administer the funds for this program contingent upon their availability. If the department lacks the funds necessary to fulfill its fiscal responsibility under this program, the contracts shall be terminated or renegotiated.

**441—168.9(234) Appeals.** Applicants dissatisfied with the grant review committee's decision may file an appeal with the Appeals Section, Department of Human Services, Hoover State Office Building, 1305 E. Walnut, Des Moines, Iowa 50319-0114. The letter of appeal must be received within five working days of the date of the notice of decision; must be based on a contention that the process was conducted outside of statutory authority, violated state or federal law, policy or rule, did not provide adequate public notice, was altered without adequate public notice, or involved conflict of interest by staff or committee members; and must include a request for the director to review the decision and the reasons for dissatisfaction. The amount of the grant is not grounds for appeal. Within ten working days of the receipt of the appeal the director, or the director's designee, shall review the appeal request and issue a final decision.

No disbursements shall be made to any applicant for a period of five working days following the notice of decision. If an appeal is filed within the five working days, all disbursements shall be held pending a final decision on the appeal.

These rules are intended to implement Iowa Code subsection 234.6(5).

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